Clerk of Court

BY:

Deputy Clerk

THIS DOCUMENT WAS ENTERED
ON THE DOCKET ON

## United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

Date:			
In Re:			
	-v-		
Case #:		(	)

Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

	OF ALLEGA MANAGEMENT OF COMMENT	
by:		_
-	, Deputy Clerk	
	,	

J. Michael McMahon, Clerk of Court

APPEAL FORMS

Case 1:08-cv-01815-VM Document 15-2 Filed 06/10/2008 Page 2 of 5

# United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

		X			
-V-		NOTIC	NOTICE OF APPEAL		
	X	civ.	( )		
Notice is hereby given t				<u>;,,,</u>	· · · · · · · · · · · · · · · · · · ·
hereby appeals to the United Stat	tes Court o	of Appeals for	the Second Circuit	it from the Judgment	[describe it
entered in this action on the	(day)	_ day of	(month)	(year)	
				(Signature)	
			· .	(Address)	
			(City, Sta	te and Zip Code)	<del></del>
Date:			( )	enhone Number)	

<u>Note</u>: You may use this form to take an appeal provided that it is <u>received</u> by the office of the Clerk of the District Court within 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

Case 1:08-cv-01815-VM Document 15-2 Filed 06/10/2008 Page 3 of 5

### FORM 1

### United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

1011 10111, 11				
X				
MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL				
1	civ.	(	)	
X				•
				_ respectfully
out of time.	(party)			
				arty) failed to file a
				•
		file a no	tice of a	ppeal within the
	(Sig	gnature)		
•				
	(Ad	ldress)		
_	(City, Sta	te and Zi	p Code)	
				· ·
	X    MO   To	MOTION FOR EXTO FILE A NOT civ.    civ.   (party)     out of time.   (day)     lays because:   which led to your failure to to the control of the control of time.   (Signature)     (Actually to the control of time to the control	MOTION FOR EXTENS TO FILE A NOTICE Of the civ.  (party) out of time.  ered on (day) lays because: " which led to your failure to file a not (Signature)  (Address)	MOTION FOR EXTENSION O TO FILE A NOTICE OF APP  civ. ()  out of time. (party)  ered on (day)  lays because: " which led to your failure to file a notice of a great of the control of the

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

FORM 2

### United States District Court Southern District of New York Office of the Clerk

	Courthouse w York, N.Y. 10007-1213
-V-	X   NOTICE OF APPEAL   AND   MOTION FOR EXTENSION OF TIME
	civ. ( )
Notice is hereby given that  the United States Court of Appeals for the Second [Give a descrip	(party)  Circuit from the judgment entered on  tion of the judgment]
respect	ed in the Clerk's office within the required time fully requests the court to grant an extension of time in
accordance with Fed. R. App. P. 4(a)(5).  a. In support of this request,	states that
this Court's judgment was received on	(party) and that this form was mailed to the
court on (date)	
	(Signature)
	(Address)
	(City, State and Zip Code)
Date:	( )

Note: You may use this form if you are mailing your notice of appeal and are not sure the Clerk of the District Court will <u>receive</u> it within the 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 3

### United States District Court Southern District of New York Office of the Clerk U.S. Courthouse

500 Pearl Street, New York, N.Y. 10007-1213

•		v	
	·	     	AFFIRMATION OF SERVICE
-V-		    -  X	civ. ( )
			, declare under penalty of perjury that I have
served a copy of the attached			
upon			
whose address is:	<u>.</u>	<del>.</del>	
Date: New York, New York			
			(Signature)
			(Address)
			(City, State and Zip Code)